

SHELTON STATE COMMUNITY COLLEGE
LIBRARY SERVICES

The Junior College Library, located on the Skyland Boulevard Campus, contains over 30,000 books and carries over 300 current periodical subscriptions; its holdings are primarily academic in tone and are provided in support of academic courses and programs. It is open during the following hours:

Monday--Thursday	7:30am--10:00pm
Friday	7:30am-- 5:00pm

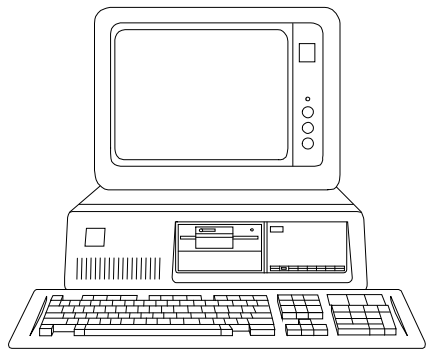
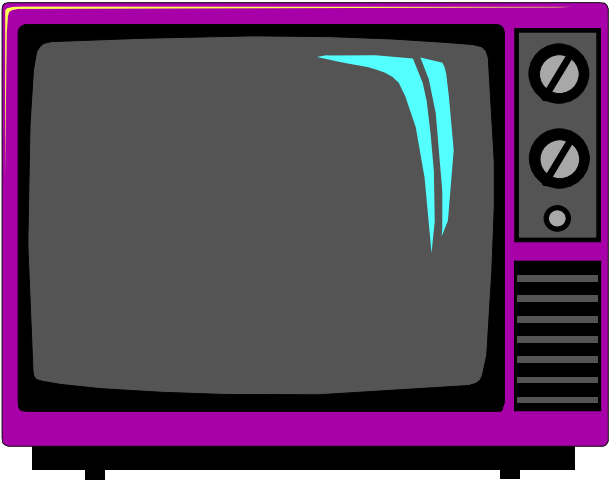
The Technical Library, located on the Fifteenth Street Campus, houses over 2,000 books and carries approximately 70 current periodical subscriptions; its holdings are primarily vocational/ technical in nature and are provided to support vocational/ technical programs and courses. Basic reference sources are available in the Technical Library, but most library materials are housed in the shops or departments on the Fifteenth Street Campus.

The Technical Library is open during the following hours:

Monday--Thursday	7:30am--5:00pm
Friday	7:30am--4:00pm

Choose the campus library that best suits your needs. Some subject areas are covered on both campuses. For example, books and periodicals on nursing are available in both locations. If you don't find what you need, check the catalog for book listings on the other campus. If you need magazines, check the Magazine List on each campus.

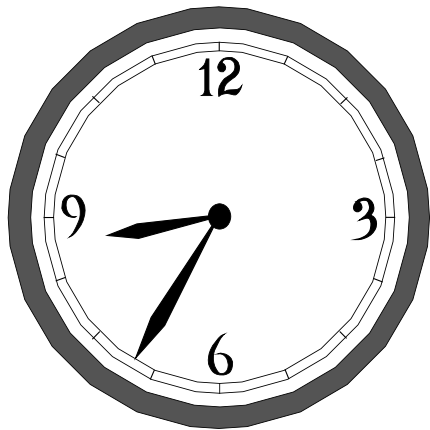
Audiovisual services are available on each campus. Group and individual viewing is available on each campus. Catalog listings for all holdings are also available in the AV Offices on the Skyland Boulevard Campus and the Fifteenth Street Campus.



The new computerized library system went "online" August 24, 1994, at the Skyland Boulevard Campus. This system includes records for all books, regardless of campus location. Easy-to-use public access terminals are located beside the card catalogs in the Junior College Library. When possible, the computer library system will be extended to the Fifteenth Street Campus.

HELPFUL HINT: Always ask for assistance if you do not find what you need!

OTHER LIBRARIES AVAILABLE TO SHELTON STUDENTS include the Health Sciences Library at DCH Regional Medical Center (located on the bottom floor near employee timeclocks); UA libraries; and Stillman College Library. Shelton State students may also use the libraries at Bryce Hospital and the VA Medical Center while on the premises (but may not be allowed to check materials out unless certain requirements are met). Shelton State students are subject to all rules and fines of other libraries. All books borrowed from other libraries must be returned there by students and cannot be left at Shelton State.



Sometimes Shelton State instructors will place certain materials on RESERVE at the Circulation Desk in one of the libraries. This means that there are limited copies available for a large number of students; it also means that the length of time these items can be checked out is limited. Reserve materials may include books, magazine articles, maps, minerals, samples, keys, and other items. Ask for RESERVE items at the circulation desk on the campus at which the class is taught.

COIN-OPERATED PHOTOCOPY EQUIPMENT is available at both libraries. Copies are ten cents per page. The copier on the Skyland Boulevard Campus accepts nickels, dimes, quarters, \$1, \$2, and \$5. The copier on the Fifteenth Street Campus accepts nickels, dimes, and quarters. LIBRARY PERSONNEL CANNOT MAKE CHANGE FOR THESE MACHINES. Please come prepared!

CIRCULATION PRIVILEGES for most materials on all campuses are as follows:

BOOKS -- 3 weeks (renewable unless a HOLD has been placed)

MAGAZINES -- Not circulated on the Skyland Campus
1 week on the Fifteenth Street Campus (unless current issue)

AUDIOTAPES and RECORDS -- 1 week

VERTICAL FILE MATERIALS -- 1 week

OVERDUE FINES are charged at the rate of ten cents per day on books, magazines, audiotapes and records, and vertical file materials. Items borrowed from RESERVE are charged at the rate of 50 cents PER HOUR (or fraction of an hour over 15 minutes). Library materials that are lost or damaged must be replaced by the individual who borrowed them. A \$10 processing fee is added to actual replacement costs. Unpaid fines, fees, or replacement costs are considered debts to the college and must be cleared before a student can register for



classes, receive transcripts, and/or graduate.

SPECIAL RESOURCES FOR YOUR CLASS INCLUDE

September 11, 1994